

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SCHOOL TEACHER

JOB DESCRIPTION

Employees in this job function as professional school teachers, completing a variety of assignments to provide elementary, secondary, or GED education to students in state educational, correctional, or detention facilities.

There is one classification in this job.

Position Code Title – School Teacher-E

School Teacher P11

This is the experienced level. The employee performs a full range of professional teaching assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

NOTE: Substitute teachers will progress no further than the second step of the salary schedule for the School Teacher P11.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Teaches secondary school or elementary school courses.

Plans education schedules for students in accordance with their previous education, abilities, interests and needs.

Counsels students on general behavior, citizenship, personal problems and vocational interests.

Prepares lesson plans, determines methods of presentation, and prepares tests.

Marks tests and records grades.

Directs helpers and tutors in instruction methods and the preparation of tools.

Oversees study groups.

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Participates in staff discussion on individual cases.

Supervises students assigned by colleges for practice teaching.

Contacts students' home schools to arrange for high school credit for courses.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of teaching.

Considerable knowledge of subjects in the field of arts and sciences.

Considerable knowledge of techniques applicable in conducting classes for children and adults.

Considerable knowledge of texts, materials, supplies and equipment.

Ability to formulate courses of study and select instruction aids.

Ability to prepare lesson plans, conduct classes, construct tests, and interpret test results.

Ability to evaluate the ability, progress, behavior, and attitudes of students.

Ability to maintain discipline.

Ability to maintain the interest and cooperation of the maladjusted.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

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Physical Requirements

None.

Education

Possession of a bachelor's degree in a field of education.

Experience

No specific type or amount of experience is required.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

Possession of current appropriate Michigan teacher's certificate issued by the State Board of Education.

Teachers (other than substitute teachers) who are employed at the School for the Deaf and Blind, state facility for delinquent or neglected youth, or a prison in a special education assignment will be required to obtain six semester credits per year until full approval for employment in the Special Education Teacher classification.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
SCHLTCHR

Job Code Description
School Teacher

Position Title
School Teacher-E

Position Code
SCHTCHRE

Pay Schedule
W22-065